

CAP Ethics

CAP Officer Basic Course

Introduction

When we are gone, all that is left behind is our good name. That is true whether we have just gone through a door, or through the door from which there is no return. It is true of people and organizations.

1. Define Ethics.

According to the dictionary ethics are, "the rules of conduct recognized in respect to a particular class of human's actions or a particular group, culture, etc." (Webster)

2. Summarize CAP ethical standards and policies according to CAP regulations, policy letters, and other CAP documents.

CAP is "a particular group" who has established and published a code of conduct. The CAP ethics policy can be found in CAPR 35-10. As of this writing the latest version was published on 7 April 2008.

Other Interim Change Letters and statements on the topic of ethics appear in the "Forms and Pubs" section of the CAP website (http://members.gocivilairpatrol.com/forms_publications_regulations/indexes_regulations_and_manuals.cfm).

At this time, **acquire** a copy of CAPP 50-2 and CAPR 35-10 and any "Interim Change Letters", and **read** them.

Numerous regulations including Cadet Protection, Finance, Safety, and Logistics series have material on CAP Ethics or are an application of those ethics.

Reflection Part 1 - By reading through the manuals and regulations that apply to your duty assignment find and list below, 3 to 5 passages that specifically address, reflect or are implementations of CAP Ethics and Core Values.

3. State the reasons for CAP ethics and ethics policy.

There are several reasons CAP has an ethics policy. They include:

Public Trust - The public has entrusted us with tax dollars, government property, and their children. When we act on behalf of CAP or the government, we affect the reputation of those we represent. Behavior perceived as unethical will result in the loss of the public's trust, or even a loss of lives.

Fiduciary Responsibility - When entrusted with property or power by another, members have a legal responsibility to act for their benefit. CAP has been entrusted with property, authority and responsibility to act in the public's best interest in the areas covered by our three missions. CAP members can be called upon to prove that they have acted in the community's, state's or nation's best interest during the performance of their duties. If we have acted ethically and responsibly, this will not be a problem.

Moral Duty - Members wish to be trusted, respected, treated fairly, recognized for their contributions, have confidences kept and be protected from unfair consequences. If we wish to be treated that way, we must treat others that way. The "Golden Rule" is not only good morals, it is good leadership.

Good Leadership - People are attracted to organizations that profess to share their objectives and values. If they find that the organization or its members do not share their values they leave the organization. Bosses and commanders do not lead groups of one. Particularly in a volunteer organization, members will not follow leaders who do not adhere to the

organization's ethics. A leader's effectiveness and opportunities generated will be severely limited if the members do not feel they can trust them.

Good Followership - If a member can not be trusted to live up to CAP's ethical standards s/he will have limited opportunities for advancement. If one's ethics are questioned s/he will not be entrusted with equipment or responsibility or authority. Without those tools one can not accomplish a task. If you can't do a task by yourself, you will work under the supervision of others who will receive the credit for accomplishing the task. It will prevent you from showing what you can accomplish, which is the basis for advancement.

Integration into a group - Adoption of a group's ethics hastens integration into the group. The more members are integrated into the group, the more friends and supportive peers they have. CAP is a volunteer organization. Members accomplish things by the willing assistance of friends, peers and trusting subordinates. The more support one gets, the more success one has; the more success, the more enjoyment is realized. By contrast, if superiors can not trust a member, they have to provide more supervision than they have the desire or ability to provide. In that case they may avoid having the member in their group.

Safety - Particularly in operational situations it can be physically dangerous to fall short of the CAP ethical standard. If a member has been entrusted with an aircraft or vehicle, other people trust their lives to the fact that s/he has acted in CAP's and their best interest by maintaining it in a safe condition. Further, the driver or pilot trusts their health and safety to the actions of others involved in the operation. It is the mutual reliance on comrades, adherence to the core values and ethical standards, which makes accomplishing the mission and returning home safely possible.

Reflection Part 2 - There are several more and personal reasons to adhere to CAP ethics. They might include personal moral beliefs, religious beliefs, reputation, etc.

List three other reasons you would want to adhere to CAP's Ethics Policy

Reflection Part 3 - Of all the reasons for having and adhering to CAP's Ethics Policy which three are the most important to you?

Core Values - CAP Core Values are covered in several publications and in other lessons in this course, and are closely related to the CAP Ethics policy. If you can not recall and describe CAP's core values you should review that material at this time. (You may need to go to http://members.gocivilairpatrol.com/forms_publications_regulations/indexes_regulations_and_manuals.cfm , and then go to Forms and Publications on the right, then Pamphlets, then CAPP 50-2.)

Reflection - In 50 to 100 words explain the connection between CAP's Core Values and CAP's Ethics Policy.

4. Identify behaviors that comply with CAP ethical standards when faced with typical CAP situations.

CASE STUDIES

Below are a number of case studies. They are designed to see if you correctly understand CAP's ethics policy, can correctly apply the policy and test to see if your personal ethics are in alignment with CAP's ethics policy. They may be done by yourself or in a group.

If you decide you will do them on your own, you should read the case study and decide specifically what you would do. Then compare your intended action to CAP's Ethics Policy. In the "answer" section of this lesson are some items that should have been considered in your intended action. (Don't skip ahead to the answer paragraph now. Wait until after you have formulated your response.)

If you decide to discuss them in a group of CAPOBC students or members of your unit, you should read the cases and prepare your point of view. Do not read the " answer" paragraph yet. Hold the discussion. After you have come to a group decision, compare your decision to CAP's Ethics Policy and the items to consider in the " answer" section. A group discussion will cause you to think of things you had not previously thought of and tell you a good deal about the ethics and core values of the group members and the culture of the group.

Case Study A- You have been assigned the squadron vehicle. You are returning home from a unit activity/meeting. You need to get 13 items at the grocery store for home. The detour will take you an extra 8 miles and 30 minutes out of your way. Do you go to the store on the way home?

Case Study B- You have been assigned the squadron vehicle. You are returning home from a unit activity/meeting. You need to get a gallon of milk for home. You can stop at the convenience store you drive past. Do you get the milk?

Case Study C - You have been assigned a CAP vehicle. You do the required safety inspection every time you drive the vehicle. You did a safety inspection two days ago. Everything is in good condition. You are going to be late for the meeting. Do you take ten minutes to do the inspection or do you jump in, sign the inspection log and drive off?

Case Study D - You need to do some proficiency flying (periodic flying required by CAP to maintain your skills and your pilot license). You need to take your brother a birthday gift. He lives 150 miles away and near a small airport. Do you take a CAP aircraft and do your CAP proficiency flying by delivering your brother's gift?

Case Study E - You are the group commander. There is a complaint filed with the IG about Lt. Smith, the Western Squadron Commander. Lt. Smith and you have been friends for 6 years. Who should hear the complaint?

Case Study F - You are the Ground Operations Officer for a disaster relief mission. The county Emergency Management Agency has asked CAP to fill and place 10,000 sandbags on three levies over the next three days. You know that by the end of day 1 a levy that is not reinforced " might break". By the end of day 2 any levy without reinforcement "has a fair chance of breaking" and by day three a levy without reinforcement "is likely to break". Your home, along with 1000 others, is behind levy A. Your place of employment and 30 other businesses employing 1500 people are behind levy B. Levy C protects the sewage treatment plant for the next county and 400 homes in your county. Assuming all available resources at your disposal will allow you to get the mission done over the next three days, what action do you take?

Case Study G - You are the group commander. Your group has been given \$800 in Emergency Services (ES) Training money. This is to support eight squadrons. You also support 1 wing wide ES Training mission and hold two group wide training missions. Parkville Squadron has numerous qualified ES personnel but seldom attends the group practice missions. They do however participate in 7 or 8 actual missions a year. They have recently purchased some of the latest ES equipment out of squadron funds. They have declined to let other units borrow/train on the new equipment. Parkville Squadron has filed a CAPF 10 requesting \$110 in ES Training funds for a practice mission. What action do you take?

Case Studies Answers should include:

Case Study A

CAPM39-1, page 6 table 1-1 next to last item

CAPR 35-10 paragraph 3a- "No CAP member may use corporate property, information, or their position for improper personal gain or benefit."

CAPR 77-1 Sept 03 paragraph 7a1 - Corporate vehicles are for the " Use for official CAP purposes only. Official purposes include direct and indirect support of programs and missions."

This is clearly not CAP business and you are going out of your way while using a corporate asset. As such you are receiving "improper personal gain".

Case Study B

CAPR 35-10 paragraph 3a- "No CAP member may use corporate property, information, or their position for improper personal gain or benefit."

CAPR 77-1 Sept 03 paragraph 7a1 - Corporate vehicles are for the " Use for official CAP purposes only. Official purposes include direct and indirect support of programs and missions."

This is a matter of degree. While you are receiving infinitesimal personal gain, and CAP is not injured in any way, it is not CAP business.

Case Study C

CAPP 50-2 Core Values

Fiduciary responsibility

This is a matter of integrity. It is a lie. You are signing that the inspection was done. You are putting yourself and others at risk.

Case Study D

The key question is why you decided to travel to a particular airport. If you're primary reason for going was to deliver the present then this is not CAP business and you should not use a CAP aircraft. (However you may use a non-CAP aircraft of the same "type" and maintain your proficiency.) If you were to travel to that particular airport for some CAP business (i.e. practicing a particular type of approach, delivering CAP equipment to a CAP unit/member, attending a CAP meeting or it is the only refueling stop on your route) then the meeting with your brother for a few minutes would be within CAP Ethics. If you had to justify your actions what would you say?

Case Study E

CAPR 35-10 paragraph 3b

While you may be able to review the case with an impartial eye and may not influence the work of your IG it is a bad idea. If it goes for Lt. Smith it is because you are his buddy. While you are within the regulations it gives the appearance of a conflict of interest and should be avoided. It is recommended that you let the next higher headquarters conduct/supervise the investigation or review the complaint.

Case Study F

This is a no win for you. If you act and it has a benefit for you there "was a conflict of interest". If you don't act and there is a benefit you were " lucky" or you constantly are asked "why didn't you ..." If you don't act and there is a loss for you, the question of "why didn't you ..." will dog you. Here there are several conflicts of interest. It would be better to let the EMA or other officer set the priorities.

Case Study G

CAPR 35-10 paragraph 3c

The amount of money you do or do/not authorize is immaterial and within your discretion as group commander. If asked to explain your decision, what would you say?

The question is why you made the decision. If you find yourself saying things like "I would just tell them ..." or "I don't have to justify my decision" (which is true) or "I would say something about ..." it means that you are being evasive or you have not thought it through. This should warn you that you are hiding your reasons from yourself. If it was to punish the squadron for not supporting the group events or not supporting other units it is an abuse of authority. The purpose of training funds is to pay for training.

Lesson Summary

CAP's long term success and your personal success is dependant on our ability to convince the government and the public that we are performing valuable missions for America in a responsible way. The impression that the government and the public has of CAP is not based on our reports to Congress or statistics researched on the internet. It is based upon the stories it hears about and the people it knows. For the vast majority of the public, you are CAP. Your reputation and the organization's reputation are inextricably linked. It is therefore important that CAP, and you, have a reputation that earns America's trust and confidence.

For More Information

http://members.gocivilairpatrol.com/Prof_Dev_Modules/cap_lesson_04/Lesson4_html/Lesson4.htm

References

Civil Air Patrol, CAPR 35-10, Ethics Policy, Maxwell AFB, AL, 7 April 2008

Civil Air Patrol, CAPP 50-2, Core Values, Maxwell AFB, AL, 2 July 2000